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Publications Review Board

"Helping You Honor the Oath"

(U) Role of Supervisors in the PRB Process

Posted on **February 29, 2016**

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(U) While the PRB is the Agency body officially charged with the prepublication review process, it takes many more individuals to ensure the highest rigor and accuracy in reviews in order to protect classified information. In addition to its staff of researchers and reviewers, the PRB is comprised of subject matter experts from every directorate

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who contribute their knowledge of certain topical areas and interface with the directorates when additional expertise is needed.

(U) Although this allows the PRB to have ready access to a lot of resources, reviewers usually have limited knowledge about the daily work of authors and what impact their proposed publication may have on their job. This is why supervisors have a very important role in the prepublication review process. First-line supervisors have immediate awareness of their officers' areas of responsibility, as well as more intimate knowledge of classification guidelines for niche subject matter, especially technical subjects. Thus, supervisor comments are extremely valuable for the PRB's decision-making.

(U) All current staff and contractors are required to provide a supervisor POC with any PRB submissions. As a regular part of most reviews ¹, reviewers will task the supervisor to provide input on the manuscript under review ². PRB tasking emails are not just FYIs to supervisors alerting them to their reports' publishing activity – they are requests for supervisors to provide input into the review process. While this can be difficult in addition to daily responsibilities, receiving this feedback has a significant impact on PRB decisions.

(U) As a Supervisor, What Does This Mean For Me?

(U//~~FOUO~~) The two criteria considered in prepublication review for current staff employees are classification and appropriateness ³. When tasked by PRB, supervisors will be asked the following questions to address both areas:

Does the attached manuscript...

1) (U//~~FOUO~~)...contain any classified or sensitive information? If so, please identify these portions and state the reason you consider the information classified or sensitive. Please note, too, that per AR 13-10, the citation of press or other material in the manuscript does not mean the information is necessarily unclassified or officially acknowledged by the CIA.

2) (U) ...present a reasonable expectation that it could impair the author's performance of his or her job duties (for instance, by showing an analytic bias)?

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3) (U) ...interfere or have the potential to interfere with the authorized functions of CIA (for instance, by undermining bilateral intelligence sharing relationships, i.e., interfere with liaison relationships)?

4) (U) ...have a real or potential adverse effect on the foreign relations or security of the U.S. (for instance, complicating bi-lateral diplomatic relations, or impacting international affairs)

(U) Any objections to the manuscript raised by these questions must be clearly articulated in the supervisor's response to PRB's tasking. As author's publications, especially academic work, can be very time-sensitive, PRB will request your response by a specific deadline. For business purposes, PRB will consider any responses not received by the indicated due date to be a concurrence with the original text.

(U) Please contact us if you have specific questions about your role in the review process!

Notes

1. (U//~~FOUO~~) Resume reviews are exempt from management review, per AR 13-10 2.g4(c)

2. (U//~~FOUO~~) AR 13-10 2d(3), g(1), g(4)

3. (U) A more detailed explanation of appropriateness criteria can be found [here](#).

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